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20 January 1971

MEMORANDUM FOR: Special Assistant to the DD/S

THROUGH : Chief, DD/S Plans Staff *JAP* 22 JAN 1971

SUBJECT : Renovation and Furnishing of [REDACTED]

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1. We have reviewed the recommendations made by [REDACTED] and foresee no obstacles to carrying out his suggestions with regard to additional bedrooms, room usage and color schemes. Several basic decisions must be made before we proceed to draw up specifications and obtain bids from contractors:

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a. [REDACTED] recommends electric baseboard heating which is fairly simple to install but very expensive to operate. Assuming that the DD/S desires air conditioning for [REDACTED], we favor room convector units which would use hot water for winter heating and chilled water for summer air conditioning. We have ruled out window air conditioners as being incompatible with the objective to achieve an overall pleasing environment.

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b. The house has no insulation. We favor removal of all the wall plaster on the first floor and both wall and ceiling plaster on the second floor. By doing this we can apply insulation and accomplish electrical and plumbing repairs with fewer complications. Wall board (sheetrock) would then be used in lieu of plastered walls and ceilings.

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c. [REDACTED] has recommended specific furnishings, carpeting and bedspreads at a total cost of about \$19,200. Many similar items of first class quality are available under the Federal Schedule at considerable savings. These are regular commercial items and not Government-issue type. This procurement source should be considered.

2. We understand that \$75,000 was to be made available at the appropriate time for renovations and furnishings. Even if about \$19,000 is eventually needed for furnishings, the remaining \$56,000 should be

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adequate to accomplish what [REDACTED] recommends, as well as the heating and air conditioning change suggested in this memorandum. When the necessary funds are available we will proceed as rapidly as possible to complete drawings and specifications, and initiate procurement.

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